

# EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400  
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



## COMMUNITY RELATIONS COORDINATOR

*The focus of this position is graphic design, community relations, and marketing.*

**OPENING DATE:** Monday, September 27, 2004

**CLOSING DATE:** Subject to closing when the needs of the City are met. First review of applications will be Friday, October 8, 2004 — *position may close at that time*

**ANNUAL STARTING SALARY: \$49,888 - \$67,352**

This position is FLSA-Exempt – not eligible for overtime compensation.

### MINIMUM QUALIFICATIONS

Requires the equivalent to three years of full-time graphic design or related professional experience. Equivalent to a Bachelor's degree from an accredited college or university with major course work in graphic design or a related field.

### REPRESENTATIVE DUTIES

- Help coordinate and administer the Graphic Design program; produce high-end graphic design pieces such as full color annual reports, brochures, maps, magazine ads, and greeting cards; design complex pages and graphics for the Internet; perform other graphic design work as assigned, with proficiency in Quark Express, Photoshop and Illustrator design programs.
- Select, design and order promotional items to be used by the Mayor and Council and City Departments to promote the City, its programs and special events.
- Assist in the planning and execution of large City-sponsored events and creative theme and advertising slogan development.
- Arrange exhibits and displays and coordinate various special events, working with citizen groups, private entities, promoters and/or City personnel.
- Perform extensive research for special projects; collect information, analyze data and make recommendations; prepare comprehensive reports or manuals.
- Review the content of City's websites; meet monthly with the City's Websters groups to create and maintain a consistent format citywide.
- Prepare and maintain a survey panel on each City Department page to solicit opinion of current issues.
- Prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise manager on budget problems, policies, and procedures.
- Oversee bid specifications preparations; make recommendations for bid awards.
- Perform related duties as assigned.

### SELECTION CRITERIA

**PLEASE NOTE: If contacted for an interview, candidates should be prepared to show a portfolio of work examples as part of the interview process.** Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Any requests for a reasonable accommodation with respect to the selection process need to be made at the time you are contacted for an interview and/or testing process. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

RECRUITMENT CODE: 1664

LAL/tlm